



Standard Operating Procedure
Bureau of Land and Water Quality
Date: August 1, 2002
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COVERSHEET STANDARD OPERATING PROCEDURE

Operation Title: **Processing of Natural Resource Protection Act Applications
Procedures, Division of Land Resource Regulation**
Identification No.: **DEPLW0501-A2002**
Revision No.: **00**
Originator Name: **Judy Gates**
Reviser: **N/A**
Effective Date: **08/01/02**

APPROVALS:

Bureau of Land and Water Quality Director:

David A. Van Wie _____ Date: _____
Print Name Signature

QMSC Chair:

Malcolm C. Burson _____ Date: _____
Print Name Signature

DISTRIBUTION:

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**Bureau of Land and Water Quality
Division of Land Resource Regulation
Licensing Unit**

**Standard Operating Procedure
Processing of Natural Resources Protection Act Applications**

1. APPLICABILITY. This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after August 1, 2002. It applies to the processing of applications filed with the Department under the Natural Resources Protection Act (NRPA).

2. PURPOSE. This SOP is intended to establish consistent procedures for the processing of NRPA applications by the Division of Land Resource Regulation.

3. RESPONSIBILITIES.

3.1 **COMPLIANCE.** All licensing staff in the Division of Land Resource Regulation are responsible for becoming familiar, and complying with, the contents of this procedure prior to processing an application. The attached appendices are to serve as reference materials throughout the processing of applications. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff Drafting Department Orders will also adhere to these procedures.

3.2 **OTHER.** The Licensing Coordinator is responsible for initial development, approval, distribution, and maintenance of the proposed SOP. Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.

4. GUIDELINES AND PROCEDURES.

4.1 **ORIGINATION AND CONTENTS.** Division Licensing staff will use the Processing Checklists associated with this SOP when processing an NRPA application to ensure that all processing steps have been followed. The completed checklist will be included in the project file. Associated appendices will be used as guidance.

4.2 **SOP DEVELOPMENT AND APPROVAL PROCESS.** Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development, Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.



5. REFERENCES.

- 5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).



Processing Checklist - NRPA

Application #: _____

ATS #: _____

Received: _____

Project -D-: _____

____ STEP 1. Log in name as analyst in ATS/ORACLE

____ STEP 2. Use appropriate checklist to verify completeness

A. **IF INCOMPLETE** ____ Note any deficiencies on checklist (appendix)

____ Send summary letter to applicant or consultant requesting
info with Submittal deadline **Deadline** _____

or...

____ Return check, application w/ letter, retaining a copy

____ Notify log-in person of return

B. **IF COMPLETE** ____ Log accept date into ATS (DO NOT enter date rec'd by
analyst)

____ Send out to review

____ Send acceptance letter to applicant or agent

____ Log into personal project record

____ Establish file

____ STEP 3. Reviews

A typical review turnaround is **30 days**. This should be specified on a review request template sent to the appropriate agency contact (see below). Agency reviews are requested based on expertise and jurisdiction and are incorporated into findings in the permit. Agency reviews can also identify areas of concern requiring additional information and clarification from the Applicant. **Return Date:** _____

____ STEP 4. Final Permit

While waiting for agency reviews, the permit can be drafted using the appropriate template. Review comments can be incorporated in the final draft. Save the final draft into the appropriate electronic folder for your region. Turn in the cover sheet or email to the Planning & Research Associate (PRA) for formatting. The Licensing Coordinator will read the permit, make any changes and return the edited copy to either the PRA (if changes are minor), or to the project manager. The final permit will go for signature within 2-3 days of giving it to the PRA, unless major edits are required. PRA will send a copy of the signed order to the applicant, PM, town, IF&W, DMR, and ACOE.

____ STEP 6. WLTS & CONDITION COMPLIANCE

Complete a wetland loss tracking form, enter into WLTS database, and include from in file. Enter any conditions requiring compliance verification into the Condition Compliance Database.

____ STEP 7. Filing

The signed original order is filed by the PRA in the filing cabinets in Augusta. A copy will come to the PM after the applicant receives it via certified mail. That copy, along with the application materials, **a copy of any associated site or stormwater approvals**, review comments, copies of correspondence, etc. is tabbed and filed. It is the responsibility of the PM to remove handwritten notes (unless pertinent & appropriate), duplicate apps and draft copies from the file.



Processing Checklist – TIER

Application # _____
Received: _____

ATS #: _____
Project –D-: _____

_____ STEP 1. Log in name as analyst in ATS/ORACLE

_____ STEP 2. Use appropriate checklist to verify completeness

A. **IF INCOMPLETE** _____ Note any deficiencies on checklist (appendix)

_____ Send summary letter to applicant or consultant requesting
info with Submittal deadline **Deadline** _____

or...

_____ Return check, application w/ letter, retaining a copy

_____ Notify log-in person of return

B. **IF COMPLETE** _____ Log accept date into ATS (DO NOT enter date rec'd by
analyst)

_____ Send out to review

_____ Send acceptance letter to applicant or agent

_____ Log into personal project record

_____ Establish file

_____ STEP 3. Send a copy of the application, along with copies of any correspondence to the
Army Corps of Engineers Office in Manchester.

_____ STEP 4: Permit Draft

While reviewing the application, the permit can be drafted using the appropriate template.

_____ STEP 5. Final Permit

Save the final draft into the appropriate electronic folder for your region. Turn in the
cover sheet or email to the Planning & Research Associate (PRA) for formatting. The
Licensing Coordinator will read the permit, make any changes and return the edited copy
to either the PRA (if changes are minor), or to the project manager. The final permit will
go for signature within 2-3 days of giving it to the PRA, unless major edits are required.
PRA will send a copy of the signed order to the applicant, PM, town, and ACOE.

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Compliance Database.

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The signed original order is filed by the PRA in the filing cabinets in Augusta. A
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(unless pertinent & appropriate), duplicate apps and draft copies from the file.